

# Drop Box Collector



## Daily Log



Route number (circle one) 1 3 4

Date 10/23/2020

Drop Box Collector 1 (print name) Sack Smith

Drop Box Collector 2 (print name) Kyle Phillips

Drop Box Name	# of ballots in each box	Existing Seal #	New Seal #	Transfer Bag Zip Tie#	Collection Time	Team Initials
Sears	37	091091	091091	37076953	1:39	SJS KP
Festival	54	091322	091091	37076956	2:09	SJS KP
McAuley	25	091324	091093	37076955	2:36	SJS KP
Martin	18	091323	091094	37076954	2:50	SJS KP





# Drop Box Collector Team Chain of Custody Record

Complete one sheet for each drop box

Drop Box Name <u>Main Lounge</u>	Date <u>10 / 23 / 2020</u>
Drop Box Collector 1 (print name) <u>Jack Smith</u>	Drop Box Collector 2 (print name) <u>Kyle Phillips</u>

Time of Arrival <u>2:47</u>	Initials: <u>JSS</u>
Door security seal intact? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Initials: <u>JSS</u>
Remove security seal, record old seal number <u>091323</u>	



- ☒ Inspect ballot drop box for any signs of tampering or vandalism
- ☒ Unlock the access door and remove ballots
- ☒ Transfer ballots to ballot transfer bag
- ☒ Inspect inside of drop box for ballots that might be leaning against or stuck to the wall
- ☒ Inspect drop box area to ensure no ballots have fallen on the ground
- ☒ Seal the ballot transfer bag with numbered zip tie
- ☒ Record the transfer bag zip tie number(s)

Zip tie# 37076954 Zip tie# \_\_\_\_\_

Zip tie# \_\_\_\_\_ Zip tie# \_\_\_\_\_

- ☒ Verify access door is closed and locked (both team members verify)
- ☒ Place new security seal on door
- ☒ Record new door security seal number here Seal # 091094
- ☒ Load ballot bags into vehicle
- ☒ Record new door security seal and transfer bag zip tie numbers on the ballot retrieval log

All procedures completed and recorded? <input type="checkbox"/> yes <input type="checkbox"/> no	Both collectors initial: <u>KLP</u>
Does the box need service? <input type="checkbox"/> yes <input type="checkbox"/> no	
Notes: <u>Seal got wet and came off</u>	
Time of departure: <u>2:51</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Both collectors initial: <u>KLP</u>



# Drop Box Collector Team Chain of Custody Record

Complete one sheet for each drop box

Drop Box Name <u>Sears</u>	Date <u>10 / 23 / 2020</u>
Drop Box Collector 1 (print name) <u>Jack Smith</u>	Drop Box Collector 2 (print name) <u>Kyle Phillips</u>

Time of Arrival <u>1:37</u>	Initials <u>SJS</u>
Door security seal intact? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Initials <u>SJS</u>
Remove security seal, record old seal number <u>091321</u>	

Place used security seal here

Total Transfer	<b>SECURITY SEAL</b>		091321
	Date <u>10-23</u>	Signature <u>[Signature]</u>	

- ☒ Inspect ballot drop box for any signs of tampering or vandalism
- ☒ Unlock the access door and remove ballots
- ☒ Transfer ballots to ballot transfer bag
- ☒ Inspect inside of drop box for ballots that might be leaning against or stuck to the wall
- ☒ Inspect drop box area to ensure no ballots have fallen on the ground
- ☒ Seal the ballot transfer bag with numbered zip tie
- ☒ Record the transfer bag zip tie number(s)

Zip tie# 37076953 Zip tie# \_\_\_\_\_

Zip tie# \_\_\_\_\_ Zip tie# \_\_\_\_\_

- ☒ Verify access door is closed and locked (both team members verify)
- ☒ Place new security seal on door
- ☒ Record new door security seal number here Seal # 091091
- ☒ Load ballot bags into vehicle
- ☒ Record new door security seal and transfer bag zip tie numbers on the ballot retrieval log

All procedures completed and recorded? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Both collectors initial: <u>SJS</u> <u>KLP</u>
Does the box need service? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	
Notes:	
Time of departure: <u>1:41</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Both collectors initial: <u>SJS</u> <u>KLP</u>





# Drop Box Collector Team Chain of Custody Record

Complete one sheet for each drop box

Drop Box Name <u>Festival</u>	Date <u>10 / 23 / 2020</u>
Drop Box Collector 1 (print name) <u>Jack Smith</u>	Drop Box Collector 2 (print name) <u>Kyle Phillips</u>

Time of Arrival <u>2:07</u>	Initials: <u>JS</u>
Door security seal intact? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Initials: <u>JS</u>
Remove security seal, record old seal number <u>091322</u>	

Place **SECURITY SEAL** here

Total Transfer

Date 10-22 Signature [Signature]

091322

- ☒ Inspect ballot drop box for any signs of tampering or vandalism
- ☒ Unlock the access door and remove ballots
- ☒ Transfer ballots to ballot transfer bag
- ☒ Inspect inside of drop box for ballots that might be leaning against or stuck to the wall
- ☒ Inspect drop box area to ensure no ballots have fallen on the ground
- ☒ Seal the ballot transfer bag with numbered zip tie
- ☒ Record the transfer bag zip tie number(s)

Zip tie# 37076156 Zip tie# \_\_\_\_\_

Zip tie# \_\_\_\_\_ Zip tie# \_\_\_\_\_

- ☒ Verify access door is closed and locked (both team members verify)
- ☒ Place new security seal on door
- ☒ Record new door security seal number here Seal # 091092
- ☒ Load ballot bags into vehicle
- ☒ Record new door security seal and transfer bag zip tie numbers on the ballot retrieval log

All procedures completed and recorded? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Both collectors initial: <u>JS</u> <u>KLP</u>
Does the box need service? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	
Notes:	
Time of departure: <u>2:10</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Both collectors initial: <u>JS</u> <u>KLP</u>



Drop Box Collector Team Chain of Custody Record  
Complete one sheet for each drop box

Drop Box Name <u>McAuliffe</u>	Date <u>10 / 23 / 2020</u>
Drop Box Collector 1 (print name) <u>Jack Smith</u>	Drop Box Collector 2 (print name) <u>Kyle Phillips</u>

Time of Arrival <u>2:35</u>	Initials: <u>JTS</u>	<div style="border: 2px solid red; padding: 5px; text-align: center;"><div style="display: flex; justify-content: space-between;"><span style="writing-mode: vertical-rl; transform: rotate(180deg);">Total Transfer</span><span>Place used security seal here</span><span style="writing-mode: vertical-rl;">091324</span></div><div style="display: flex; justify-content: center; align-items: center;"><div style="border: 1px solid black; padding: 5px;">Date <u>10/22</u> Signature <u>Thyrt</u></div></div></div>
Door security seal intact? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Initials: <u>JTS</u>	
Remove security seal, record old seal number <u>091324</u>		

- ☒ Inspect ballot drop box for any signs of tampering or vandalism
- ☒ Unlock the access door and remove ballots
- ☒ Transfer ballots to ballot transfer bag
- ☒ Inspect inside of drop box for ballots that might be leaning against or stuck to the wall
- ☒ Inspect drop box area to ensure no ballots have fallen on the ground
- ☒ Seal the ballot transfer bag with numbered zip tie
- ☒ Record the transfer bag zip tie number(s)

Zip tie# 37076955 Zip tie# \_\_\_\_\_

Zip tie# \_\_\_\_\_ Zip tie# \_\_\_\_\_

- ☒ Verify access door is closed and locked (both team members verify)
- ☒ Place new security seal on door
- ☒ Record new door security seal number here Seal # 091093
- ☒ Load ballot bags into vehicle
- ☒ Record new door security seal and transfer bag zip tie numbers on the ballot retrieval log

All procedures completed and recorded? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Both collectors initial: <u>JTS</u> <u>KLP</u>
Does the box need service? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Notes:	
Time of departure: <u>2:38</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Both collectors initial: <u>JTS</u> <u>KLP</u>



# Drop Box Collector



## Daily Log

Route number (circle one)

1

2

3

4

Date

10 / 22 / 2020

Drop Box Collector 1 (print name)

Kyle Phillips

Drop Box Collector 2 (print name)

Jack Smith



Drop Box Name	# of ballots in each box	Existing Seal #	New Seal #	Transfer Bag Zip Tie#	Collection Time	Team Initials
McAuley	20 <del>DM</del>	091393	091324	37076957 <del>DM</del>	1:16 PM	KP <del>STS</del>
McIn	8 <del>DM</del>	091394	091323	37076958 <del>DM</del>	1:31 PM	KP <del>STS</del>
Festive	39 <del>DM</del>	091392	091322	37076959 <del>DM</del>	1:51 PM	KP <del>STS</del>
Seers	24 <del>DM</del>	091391	091321	37076960 <del>DM</del>	2:00 PM	KP <del>STS</del>

All 12:50 PM 10/22 DM